

# DECE

Division of  
Early Care  
and Education

## STATE OF WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES

**Log No:** DECE-BELP-2015-06

**Effective Date:** September 1, 2015

**Originating Bureau:** Early Learning and Policy

**Key Words:** Technical, Assistance, Memo, Elimination, Last Tech Memo, Final Tech Memo, Last TAM, Eliminate TAM, System Enhancements, System Help, Process Help

### Technical Assistance Memo Elimination

**To:** Local Child Care Administrative Agencies

**Subject:** Technical Assistance Memo Elimination

**Purpose:** To eliminate Technical Assistance Memo's (TAM's) as a method to inform local agencies of system enhancements.

**Details:** In the future, any automated system enhancements will go into the corresponding manuals, process help, or system help. An email will be sent to the local agencies alerting them of the updates with a link to the new information.

**Date:** September 1, 2015

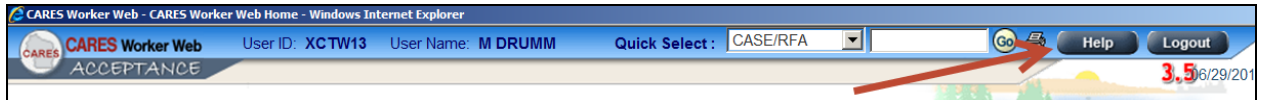
The following Child Care system enhancements will be directly updated in the corresponding locations:

CC SYSTEM	CORRESPONDING LOCATION
CARES Worker Web (CWW)	CWW-Process Help link
	CWW-System Help link
Child Care Statewide Administration on the Web (CSAW)	Wisconsin Shares-Child Care Subsidy Home website links to CSAW User Guides
	CSAW-Help link
Child Care Provider Information (CCPI)	Wisconsin Shares-Child Care Subsidy Home website links to CCPI User Guides
	CCPI-Frequently Asked Questions
	Wisconsin Shares-Child Care Subsidy Home website links to CCPI Attendance Modes Demonstration

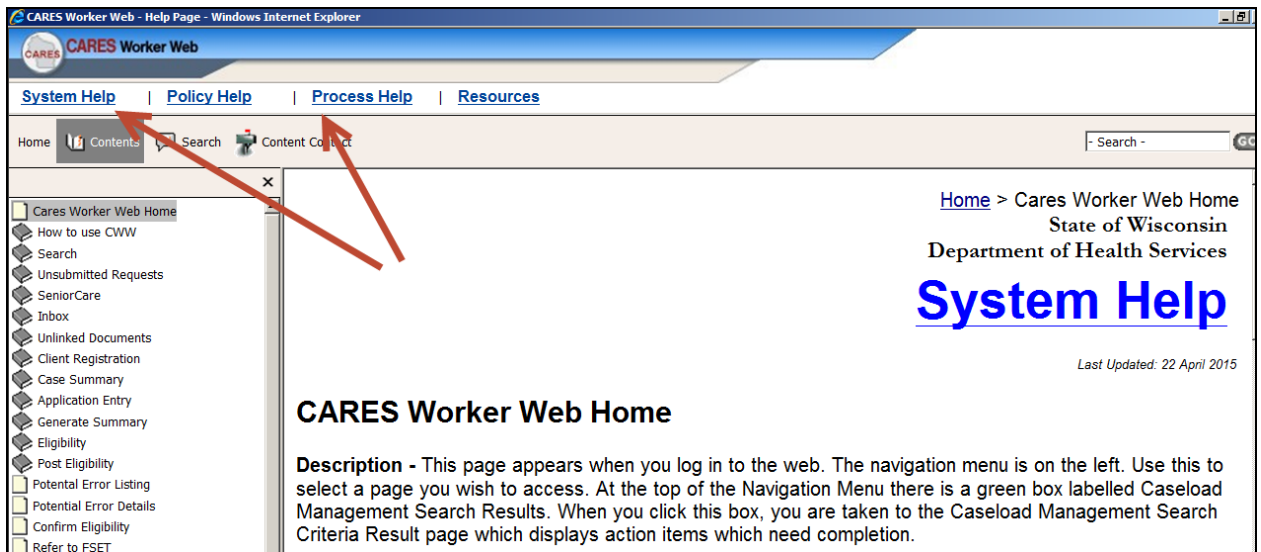
CWW Process and System Help links can be found in:

<https://prd.cares.wisconsin.gov/>

Select the “Help” icon

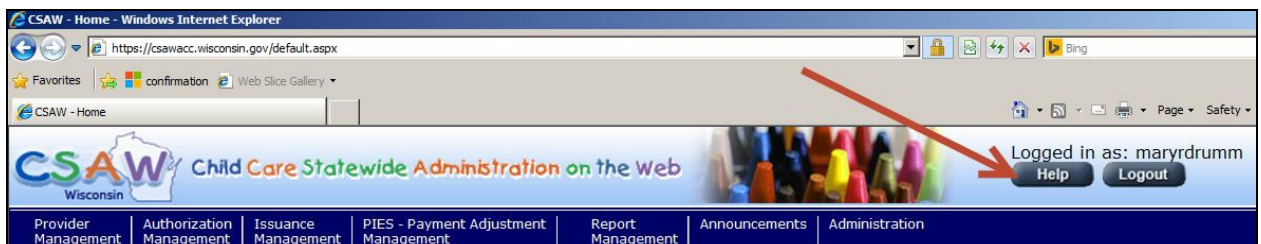


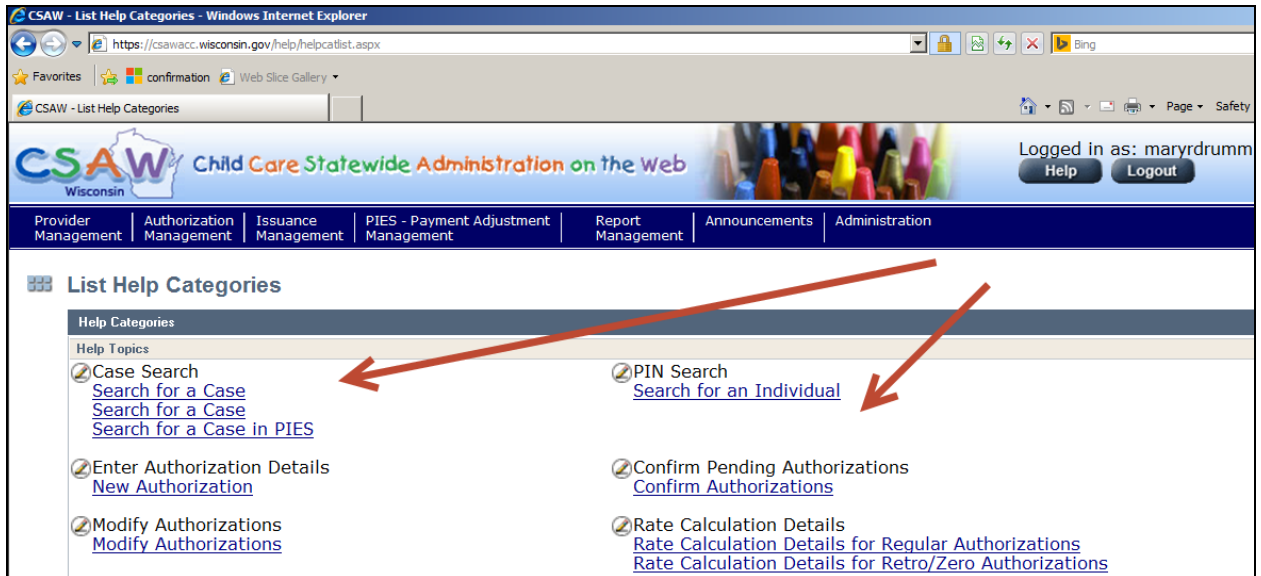
Select either the **System Help** to review page specific information such as what to enter for the page that is currently open or **Process Help** to review higher-level information for topics such as Intake, Companion Cases, Simulation, Renewals, etc. Further guidance of updated information will be provided in system enhancement emails.



CSAW Help link can be found in:

<https://csaw.wisconsin.gov/Login.aspx?ReturnUrl=%2f>





CSAW and CCPI User Guides can be found:

<http://dcf.wisconsin.gov/childcare/wishares/default.htm>

## Worker Resources

### User Guides

- CSAW (Child Care Statewide Administration on the Web)
  - CSAW Basics
  - CSAW Provider Management
  - CSAW Authorization Management
  - CSAW Issuance Management
  - PIES (Program Integrity Enforcement System)
- CCPI (Child Care Provider Information Web)
  - CCPI Provider Guide
  - CCPI Worker Guide
- WebI (Web Intelligence)
  - Subsidy WebI User Guide
  - Link to Web Intelligence InfoView (requires login)

CCPI Frequently Asked Questions (FAQ's) can be found:

<https://ccpiacc.wisconsin.gov/Secure/FAQ/Default.aspx>

Child Care: Frequently Asked Questions

Logged in as: marydrum

Logout

Change SPA Settings

Home | Provider Information | Announcements | FAQ | Reports | Admin | CSAW

**Child Care Attendance Report Forms-modified**

1. [Can I add a child's name to the attendance report form if the child's name is not listed, but I provided care for that child? The parent had indicated that they were eligible for the child care subsidy program.](#)
2. [Can I enter hours into a box where there is a "X"?](#)
3. [How do I complete the attendance report form?](#)
4. [How do I enter the hours a child is in care on the attendance report form if the hours in care are not a whole hour?](#)
5. [How much do I get paid for the "School Holiday/Closing" hours?](#)
6. [What are "School Holiday/Closing" hours?](#)
7. [When do I receive the attendance report form?](#)
8. [Why is it important for me to complete the attendance report form?](#)
9. [What are "Regular" hours?](#)

CCPI Attendance Modes Demonstration can be found:

<http://dcf.wisconsin.gov/childcare/ccpi/default.htm>

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Home > Child Care > WI Shares > CCPI

## Child Care Provider Information (CCPI)

**CCPI Attendance Modes Demonstration**

- [Module 1](#)
- [Module 2](#)
- [Module 3](#)

The above web training covers a walk-through of the new attendance modes.  
NOTE: Providers who are reporting in the Daily or In/Out modes must complete and verify attendance on the "To Do" page before the issuance is calculated (Saturday nights). This needs only be done once in the end of the week.

**About CCPI...**

CCPI system enables child care providers and centers to have internet access to the Child Care Subsidy System, the computer system which runs the child care subsidy program.

Our goal is to provide users with a convenient and practical business tool. Some of the features include:

- **Web Attendance:** Users can now record attendance using the internet.
- **Current Information:** Users can view current, up-to-the-minute information on subsidized children authorized to their center. In some cases, this will be viewable before the paper authorization notice is received.
- **Payment Summary:** CCPI has summary and detail information about subsidy payments made to providers.

**Key Links**

- :: [CCPI Login](#)
- :: [New User Access \(pdf\)](#)
- :: [Security Access Form](#)
- :: [Account Management](#)

**Resources**

- :: [2014 Attendance Periods](#)
- :: [2015 Attendance Periods](#)
- :: [User Help](#)
- :: [CCPI Guide/ Training](#)
- :: [Informational Flier](#)
- :: [Online Availability Calendar](#)

To sign up for system enhancement updates, please sign up for the following listserv:

<http://dcf.wisconsin.gov/childcare/listserv/default.htm>

The screenshot shows the 'E-mail List Subscription' page of the Wisconsin Department of Children and Families. The page includes a header with the department's logo and navigation links. The main content area explains the purpose of the list and provides a form to subscribe. A red arrow points to the 'Your Email' input field.

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Home > Child Care > Child Care Email Lists

### E-mail List Subscription

The Department uses the Child Care Email Subscription list to communicate to the public on the following topics:

- Child Care Licensing
- Provider Certification
- Wisconsin Shares Subsidy
- Grants and Other Child Care Topics

If you are interested in subscribing to Department notices about regulated child care, please enter your email address twice. If your email addresses aren't correct, or don't match you will not be added to the list. Note whether you would like to be added or deleted from the list.

When information of interest to child care parties or memos related to child care are posted to the Department of Children and Families website, you will receive an e-mail notification asking that you check the website for the newly posted materials.

Please Note: The email subscription list for YoungStar and child care quality improvement notices is located at [http://dcf.wisconsin.gov/youngstar/mailling\\_list/signup.htm](http://dcf.wisconsin.gov/youngstar/mailling_list/signup.htm)

Your Email:	<input type="text"/>
Repeat Email:	<input type="text"/>
Your Request:	<input checked="" type="radio"/> Add me to the list <input type="radio"/> Delete me from the list
Notification Listing:	<input checked="" type="checkbox"/> Child Care Updates List

Contact: If you have questions about this technical memo, please contact your Child Care Coordinator at the DCF Bureau of Regional Operations (BRO) at [http://dcf.wisconsin.gov/regional\\_operations/pdf/contact\\_list.pdf](http://dcf.wisconsin.gov/regional_operations/pdf/contact_list.pdf)